

**INSTRUCTOR TRAINING  
REVISION COMMITTEE MEETING  
NC Department of Correction  
OSDT Training Facility  
Apex, NC  
September 12, 2008**

The Instructor Training Revision Committee met on September 12, 2008, at the NC Department of Correction OSDT Training Facility, Apex, NC. Pam Pope called the meeting to order at 10:10 a.m. She thanked everyone for their hard work on these lesson plans. Pam announced that Leila Humphries will be the new school director for Instructor Training at the Academy and will chair future meetings of the Revision Committee.

Carolyn Holland called the roll. Those members attending were:

Bobbi Cox, Gardner-Webb University  
Stephanie Freeman, NC Department of Correction  
Jim Gunn, Greensboro Police Department  
Larry Hines, New Hanover Co. Sheriff's Office  
Peppi Masa, Fayetteville Technical Community College  
Jeff Robinson, Pitt Community College

Staff attending:

Carolyn Holland, NC Justice Academy  
Pam Pope, NC Justice Academy  
Autumn Hanna, Sheriffs' Standards Division

Pam welcomed Peppi Masa to the committee. She asked for approval of the minutes from the July 25, 2008 meeting.

Peppi Masa made a motion to approve the minutes from the July 25, 2008 meeting. Bobbi Cox seconded. The motion was approved.

Pam reported that at the August 2008 Education and Training meeting, the blocks on Methods and Strategies, Professional Resources, and Interpersonal Communication were approved. They will be implemented in January 2009. The remaining lesson plans discussed at this meeting will be presented to E & T at their November 2008 meeting.

**Law Enforcement Instructor Liabilities and Legal Responsibilities**

Pam stated that at the July 2008 meeting, members felt the lesson plan should be revised using more simple language and examples be given. The NCJA Agency Legal Specialist revised the block. Pam also explained that since the title to this lesson plan is being changed, it will require a rule change.

Stephanie suggested adding the words “for example” in the areas where examples are given. Others agreed to say “one example would be.” Bobbi recommended deleting the example for number (7) where is stated “lying about teaching hours.” Instead use the terminology, “one example is presenting false documentation of criminal justice experience.”

Stephanie Freeman made a motion to accept the Law Enforcement Instructor Liabilities and Legal Responsibilities with the noted revisions. Larry Hines seconded. The motion was approved.

### **Teaching Adults**

Pam explained the information on left brain/right brain was deleted and material on multiple intelligences was added. The section on generational differences was added since it was taken out of the Interpersonal Communication block. Members agreed these were needed changes. Stephanie suggested rewriting the paragraph in c) concerning millennials. Members decided to add to objective number 2—“to include generational differences.” It will read: “Recognize and list the characteristics of the adult learner, to include generational differences.”

Members discussed the exercise called “Alligator River” and whether there was sufficient time to conduct it. Peppi stated he thought it should be an optional exercise. Other members agreed. Pam stated the PowerPoint slides will be revised also.

Jim Gunn made a motion to approve these revisions to Teaching Adults. Stephanie Freeman seconded. The motion was approved.

### **Lesson Plan Preparation: Format and Objectives**

Pam stated Peggy Schaefer revised this lesson plan. She added information on Domains of Learning and emphasized Bloom’s Taxonomy. Some of the exercises were changed.

Peppi Masa made a motion to approve these revisions to Lesson Plan Preparation: Format and Objectives outline. Bobbi Cox seconded. The motion was approved.

### **Sample Lesson Plan**

Pam indicated some revisions were made to this sample lesson plan. She stated that she had had a phone conversation last week with Joyce Vaughan and Joyce had asked Pam to present a recommendation to delete the words “Outline” and “Handouts” in the Materials Required section of the academic checklist. Members felt the two should be kept on the checklist since other Instructor Training lesson plans indicate these items. It was decided to use the words “Student Lesson Plan and Handouts and Pen/Pencil.”

Pam asked whether members felt this sample lesson plan should be used or whether other outlines could be used. Bobbi stated her concern with this sample in the past was it not being comparable to what instructors teach their students. Some of the items in the outline are not complete sentences; she suggested deleting the “s” in several places and adding a period at the end of the sentence.

Pam reported that Joyce also suggested rewriting the Instructor Training Note in section B.3. She recommended saying “Note to Instructor Training Students.”

Committee members agreed to these changes.

### **Principles of Instruction: Demonstration Methods and Practical Exercises**

Bobbi revised this outline. She recommended moving the practical exercise “Using Ears, Eyes, Hand and Voices to Learn” to the body of the lesson plan since it takes ten minutes to conduct and the Introduction as a whole takes only ten minutes. She suggested putting the practical exercise after A.2.

Bobbi also recommended being consistent in using examples throughout the lesson plan. In some instances the examples are listed and in others they’re given in an instructor note. She also corrected endnote discrepancies.

Larry Hines made a motion to accept the revisions to the Principles of Instruction: Demonstration Methods and Practical Exercises lesson plan. Jim Gunn seconded. The motion was approved.

### **Curriculum Development: ISD Model**

Peppi presented Joyce’s changes to this lesson plan. Joyce suggested adding the words Instructional Systems Development after the title on the first page of the outline to clarify what ISD means. It was decided to use the complete title in the Lesson Purpose. Joyce also recommended other minor changes, including changing the time after Introduction to 10 minutes instead of 6 minutes, changing the information under B. Training Objectives to be consistent with other outlines, changing the time on II. Body to 2 hours and 30 minutes, etc. The group exercise under B. 2 will be deleted. The current instructor note reads as: Ask class, “Examine whether each of the following qualify as a ‘System’: State Government, General Motors, City Police Department, North Carolina Justice Academy.”

Bobbi made several suggestions for minor corrections to the lesson plan. She also suggested stating the lists provided in the outline be examples and not all-inclusive lists. Section 2. g) will be revised to say: “A law enforcement agency, for instance, may conduct risk management/departmental needs assessment by reviewing the following.” Also, an instructor note will be added to this section stating: “If other criminal justice agencies are represented in the class, ask class for examples.”

Stephanie noted that the handout entitled “Instructional Systems Development Model I.S.D. Phases” contains words that are not the same as the lesson plan. The lesson plan uses the verbs “construct” instead of “develop.” She suggested changing the handout to show “construct objectives” and “construct test.” She also suggested changing one heading on this handout to say “Phase V Evaluation” instead of “Phase V Control”; the lesson plan will be revised to say evaluation also. Making the handout verbiage consistent with the lesson plan verbiage should help the students.

Peppi recommended under C.1.a)(1) changing the heading to read: “Why is analysis necessary?” instead of the current heading: “Why it is necessary.” He also recommended adding the word “Answer” to the instructor note at the end of section C.

Pam stated she will send the revisions to Teresa at CJ Standards once E & T has approved the changes at the November meeting. Stephanie suggested the verbiage changes be brought to Teresa’s attention.

Bobbi Cox made a motion to accept the revisions to the Curriculum Development: ISD Model lesson plan. Stephanie Freeman seconded. The motion was approved.

### **Student Performance**

Stephanie stated no objectives were changed. She did delete the reference to using carbon paper found in the Introduction section. She added a statement in this same section saying that evaluators should provide specific written feedback on the evaluation instrument to include grammatical, content and presentation delivery.

Stephanie also recommended adding the following paragraph under Body: “If time allows, it is permissible to allow the students an opportunity to present their introduction a second time along with their first 30-minute presentation, as well as the opportunity to present their conclusion following their second 30-minute presentation. The evaluator must take care to accurately record times for all parts of the presentation (introduction, body, and conclusion).”

Peppi recommended a change in verbiage in the instructor note under the Introduction. After some discussion, members decided to eliminate the note since it is the school director’s discretion concerning turning in the lesson plan before the final 80-minute presentation. Students should be informed during the Orientation block as to expectations and requirements concerning lesson plan submissions.

Stephanie reviewed a few other minor revisions to the lesson plan. Peppi referred to the first paragraph in the Body section and asked members if they did as the sentence reads: “Let students set their own order for 30- and 80-minute presentations.” After discussing the issue, members decided to change the sentence to: “The course coordinator will decide how the order of presentation for 30- and 80-minute presentations is done.”

Stephanie stated she did not revise the Evaluation Form for 80-Minute Lesson Plan. She did recommend revising the Evaluation Form for 80-Minute Presentation. The revision occurs under section II.C. Organization: Instead of “Arranges classroom for maximum effect,” state “Sets up presentation/equipment for maximum effect.” Normally, students do not physically arrange classrooms by moving tables, chairs, etc. The verbiage will also be changed in the handout “Presentation Evaluation Criteria.”

Pam pointed out to the Committee that changing the evaluation form and “Criteria” handout might require a change with the instructor evaluation form currently used to evaluate instructors. Both Commissions would need to approve this change. It was decided to proceed with this change regardless. This form does not have to be exact to the current F-16.

Peppi Masa made a motion to accept the revisions to Student Performance lesson plan and evaluation form. Larry Hines seconded. The motion was approved.

### **Next Meeting**

No date was set for the next meeting. The revised edition of Instructor Training will become effective in January 2009. If it becomes necessary to meet again in the spring of 2009, members will be contacted.

Pam asked members if they wanted pilot authority to deliver the new curricula. Members did not think that was necessary.

The meeting adjourned at 12:15 p.m.